

Town of Granby is inviting you to a scheduled Zoom meeting.

Topic: BOF Special Meeting
Time: Jun 21, 2021 07:30 PM

Join Zoom Meeting

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Or dial in: +1 (929) 205-6099

Meeting ID: 893 8760 3575
Passcode: 440925

**TOWN OF GRANBY
BOARD OF FINANCE
15 North Granby Road
Granby, CT 06035**

The Granby Board of Finance will hold a special meeting on Monday, June 21, 2021, 7:30 p.m. You may attend in person at the Town Hall Meeting Room or via Zoom.

AGENDA

BUSINESS

1. Approve Minutes from Previous Meeting
2. Statement of Accounts
3. Consideration of Communications Fund Additional Appropriation for Upgrade to Communications System
4. Consideration of Solid Waste Fund Additional Appropriation for Bear Resistant Trash Barrels and Recycling Flyer
5. Consideration of Budget Amendment for Contribution to Dog Fund
6. Consideration of Additional Appropriation to Other Post-Employment Benefits Trust Fund for FY 2021-2022 Actuarially Determined Contribution
7. State Grants Update
8. Confirm Date of Next Meeting
9. Adjournment

Distribution: Town Clerk, BOE, BOF, BOS, Town Manager, Town Treasurer, Recording Secretary, Finance Officer, Supt. of Schools, BOE Bus. Mgr., Library, Press

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
May 24, 2021**

PRESENT: Michael Guarco, Chairman; Kelly Rome, Vice Chairman; William Kennedy; Frederick Moffa, O.D.; James Tsaptsinos; Alfred Wilke

OTHERS PRESENT: Kimi Cheng, Director of Finance; Jordan Grossman, Ed.D., Superintendent of Schools

CALL TO ORDER:

Board of Finance was called to order by Chairman Michael Guarco at 7:31 p.m.

PUBLIC SESSION:

No public input at this meeting

MINUTES:

The Board reviewed the public hearing minutes of April 26, 2021.

ON A MOTION by K. Rome, seconded by F. Moffa, the Board voted (6-0-1) to approve the special meeting minutes of April 12, 2021 with a minor correction to reflect William F. Smith, Jr. instead of William Jr. Smith. A. Wilke abstained from the vote.

STATEMENT OF ACCOUNTS:

A. Board of Education

Jordan Grossman, Ed.D., Superintendent of Schools, reported on the April 2021 Statement of Accounts.

General Fund:

Overall, General Fund is showing \$66,224 in the black. Special education is showing \$16K over budget which is no change from the previous month. Regular education is in the positive at \$82K. Quality & Diversity is projected better than expected by \$99K.

Revenue:

Revenue is still showing unfavorable due to over budget for special education. BOE returned over \$1M back to the town.

B. Municipal

Kimi Cheng, Director of Finance, reported highlights on the April 2021 Statement of Accounts.

General Fund:

The tax collection rate stands at 102% (\$39,737,005). Tuition from Other Town shows 64% received (\$648,624). Auto Supplement is in excess at 112% (\$391,525). Town Clerk fees show a positive for statutory collections for permit fees and building fees at 153% (\$306,588). There is an estimate of \$1.1M at year end in the total general fund revenues but it is due to the conservative budget approach that the town had approved. Overall, general fund revenue stands at 102% (\$48,519,718).

Expenses:

About \$134K reimbursement from BOE appears in the Miscellaneous Revenue due to COVID relief for FY2020. Debt Services has been expensed at \$2,066,604. The Town should be expecting a transfer to the Dog Fund in the amount of \$5,000.

J. Tsaptsinos commented that the \$1.1M was the excess revenue as a result of the overage of the revenues; it was not from the non-spend budgeted expenditures.

OTHER BUSINESS

A. Consideration of Connecticut Department of Transportation Grant Transfer of Funds Request

The Town received a grant from the Connecticut Department of Transportation in the amount of \$28,641. The grant requires at least a 50% match that will be met by the current budget for Senior Van Services. The formal proposal is to transfer of funds in the amount of \$17,700 from the General Fund Social-Senior-Youth Services Department to the Senior Citizen Activity Fund.

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted unanimously (6-0-0) to approve the allocation of \$17,700 from General Fund Social-Senior Youth Services Department to the Senior Citizen Activity Fund.

B. Consideration of Election Grant Budgets Amendment

Because of the COVID-19 pandemic, the Town received a significant increase in absentee ballots in the November election, which increased the election spending on part-time personnel, postage, and supplies. The Town received a grant in the amount of \$6,670 from the Secretary of the State and \$5,000 from the Center for Tech and Civic Life.

ON A MOTION by F. Moffa seconded by A. Wilke, the Board voted unanimously (6-0-0) to approve the increases of the following accounts in the General Fund Budget: Miscellaneous Revenue line item by \$11,670; Payroll-Temp / PT in Town Clerk Operations Department by \$4,670; Elections in Town Clerk Operations Department by \$2,465.37; Postage in Town Clerk Operations Department by \$1,000; Payroll-Temp/PT in Election Services Department by \$2,800; And Polling Place Activity in Election Services Department by \$734.63.

DATE OF NEXT MEETING:

The next Board of Finance meeting is scheduled for Monday, June 21, 2021 at 7:00 p.m.

ADJOURNMENT:

ON A MOTION by A. Wilke, seconded by F. Moffa, Board voted unanimously (6-0-0) to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

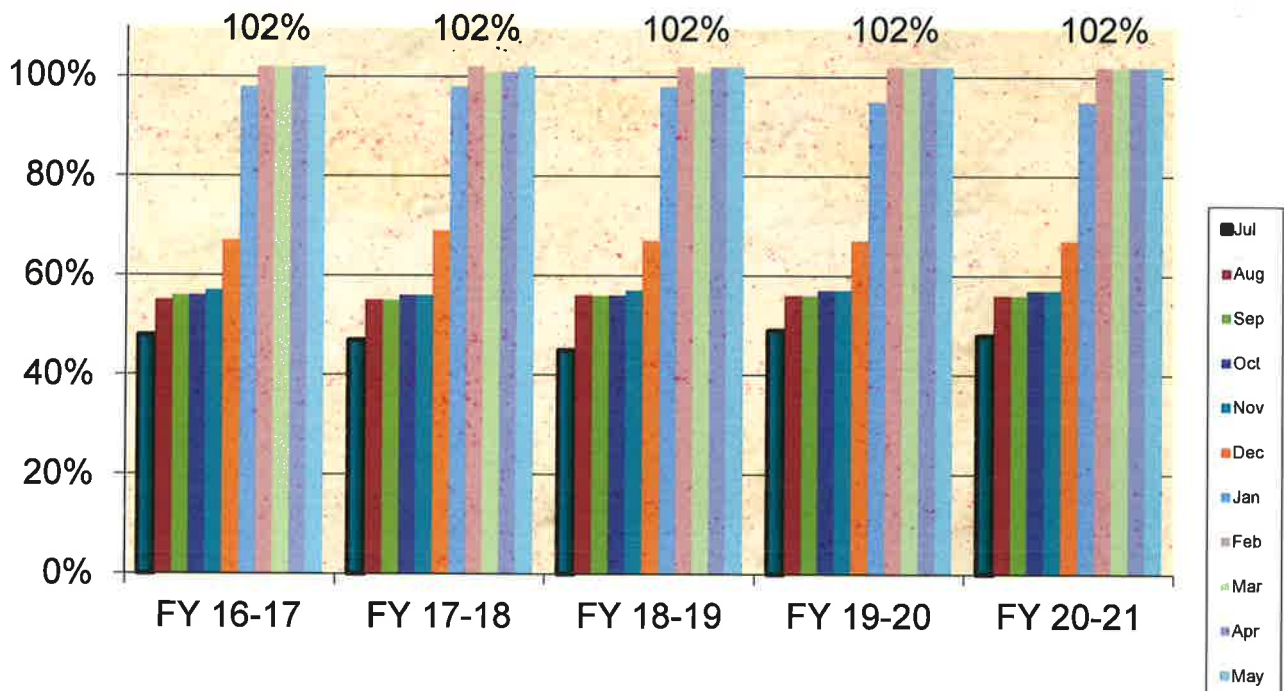


Jennifer Smith
Recording Secretary



**BUDGET OPERATIONS
MAY 2021**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MAY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	38,931,847	39,786,919	(855,072)	102%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	220,000	256,023	(36,023)	116%	
41040 Interest & Liens	120,000	126,542	(6,542)	105%	
41060 Auto Supplement	350,000	396,987	(46,987)	113%	Billed - December
Property Taxes	39,621,847	40,566,471	(944,624)	102%	
43170 Spec Ed / Excess	503,911	438,270	65,641	87%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	5,266,761	11,553	100%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,013,848	648,624	365,224	64%	School Bills for Activity
State Education Total	6,796,073	6,353,655	442,418	93%	
43110 Veterans Exempt GT	3,000	3,272	(272)	109%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	930	34,402	3%	Pymt. Due - June
43130 Telecommunications	14,000	16,697	(2,697)	119%	Pymt. Due - April
43310 State Owned Property	1,061	1,061	0	100%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,000	1,501	(501)	150%	Pymt. Due - Dec.
43340 E911 PSAP Grant	22,500	25,405	(2,905)	113%	Paid Qtrly. - Sept., Dec., Mar., & June (\$8,468.25/Qtr)
State Municipal Total	76,893	48,866	28,027	64%	
Intergovernmental Revenue	6,872,966	6,402,521	470,445	93%	
43615 Town Clerk Fees	200,000	333,314	(133,314)	167%	Statutory Collections
43620 Planning & Zoning	5,000	14,090	(9,090)	282%	Application Permit Fees
43630 Zoning Bd of Appeals	300	5,001	(4,701)	1667%	Application Permit Fees
43640 Building Permits	150,000	224,985	(74,985)	150%	Building Permit Fees
43660 Inland Wetlands	2,000	3,874	(1,874)	194%	Permit/Appl. Fees
43670 Short Term Investments	80,000	71,955	8,045	90%	
43680 Rents	20,000	20,680	(680)	103%	Drummer, Freshies, School Rental
43690 Sale Maps & Ordinances	100	195	(95)	195%	
43700 Snow Plow & Grading	6,000	7,464	(1,464)	124%	Private Roads
43710 Photocopying	500	242	258	48%	
43715 Open Farm Day	2,500	0	2,500	0%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MAY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS
43740 Dispatch Services	31,000	31,000	0	100%	Police Bill For Dispatch Services
43745 Hay Rentals	10,000	13,861	(3,861)	139%	Haying - \$10,000
43760 Library	8,000	3,191	4,809	40%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	10,100	0	100%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	200	340	(140)	170%	New Const. Activity
43800 Police Photo/Lic/Permits	8,000	18,922	(10,922)	237%	
43840 Returned Check Fee	100	40	60	40%	
43990 Pay For Participation	54,000	37,052	16,948	69%	Received from BOE
					CIRMA rebate (11,702); Election Grant (7,770); CCM rebate (3,327.50); Reim. For post damage (1,106.67); Lightning strike claim (10,308.43); CTCL Grant (5,000); CRF Grant (112,277.31); CRF Grant for BOE FY20 Exp (134,296.41)
46038 Miscellaneous	50,002	352,202	(302,200)	704%	
Local Departmental Revenues Total	637,802	1,148,508	(510,706)	180%	
43980 CNEF Fund	60,728	60,728	0	100%	
43950 Transfer-in Fund Bal.	444,000	444,000	0	100%	
43955 Additional Appropriations	130,273	130,273	0	100%	For Settlement, STEAP project, and FVHD additional funding request
Transfers In Total	635,001	635,001	0	100%	
Local Dept. Rev. & Transfer In Total	1,272,803	1,783,509	(510,706)	140%	
General Fund Revenues	47,767,616	48,752,501	(984,885)	102%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MAY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	428,220	383,817	53,094	-8,691	102%	Will request Payroll Contingency Budget Amendment
1003	Legal Services	25,000	16,579	5,600	2,821	89%	
1005	Fringe Benefits	2,755,815	2,532,752	76,745	146,317	95%	Payment to Health Fund in Aug
1007	Town Clerk Operations	168,230	146,675	17,425	4,130	98%	
1009	Probate	4,350	4,327	0	23	99%	
1011	Contingency & Reserve	274,578	109,247	14,667	150,664	45%	
1013	Election Services	48,450	37,912	4,384	6,153	87%	
1015	Boards, Reg. Prog. & Staff Dev.	68,588	59,152	3,052	6,385	91%	
1017	Revenue Collections	128,464	105,945	18,148	4,371	97%	
1019	Property Assessment	187,056	166,436	23,155	-2,535	101%	Will request Payroll Contingency Budget Amendment
1021	Finance Management	330,386	292,991	22,590	14,805	96%	
1023	Insurance	357,550	309,487	7,236	40,827	89%	
General Government		4,776,687	4,165,321	246,097	365,270	92%	
2001	Building Inspection	156,480	127,567	16,442	12,470	92%	
2003	Fire Prevention	346,834	338,791	3,587	4,456	99%	
2005	Emergency Management	6,800	6,663	135	2	100%	
2007	Health Services	159,039	159,039	0	0	100%	
2009	Police Dept Administration	348,000	313,074	35,591	-665	100%	Will request Payroll Contingency Budget Amendment
2011	Police Oper. & Communications	1,817,164	1,557,797	229,153	30,214	98%	
Pers. & Prop. Protection		2,834,317	2,502,931	284,907	46,478	98%	
3001	Public Works Administration	199,030	175,142	23,081	807	100%	
3003	General & Equipment Maint.	1,383,210	1,104,285	240,115	38,810	97%	
3005	Solid Waste & Recycling	894,100	723,755	167,976	2,368	100%	
3011	Planning & Engineering	34,400	20,051	12,969	1,380	96%	
3013	Infrastructure Maintenance	682,812	544,216	135,551	3,045	100%	
Public Works & Env.		3,193,552	2,567,450	579,692	46,411	99%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MAY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
4001	Library Services	560,300	441,515	64,197	54,589	90%	
4003	Social-Senior-Youth-Services	352,240	199,524	27,839	124,877	65%	
4005	Recreation Administration	95,200	87,795	8,980	-1,575	102%	Will request Payroll Contingency Budget
4009	Community Support	3,000	2,500	0	500	83%	Amendment
	Lib., Rec., & Soc. Services	1,010,740	731,334	101,016	178,390	82%	
6001	Capital Improvement	1,818,695	1,818,695	0	0	100%	
7001	Debt Service	2,089,875	2,066,604	0	23,271	99%	Payable in August and February; Refunding
	Capital & Debt Service	3,908,570	3,885,299	0	23,271	99%	bond issuance cost
	Town Section	15,723,866	13,852,335	1,211,712	659,819	96%	
8001	Board of Education	32,043,750	26,227,948	0	5,815,802	82%	
	Board of Education	32,043,750	26,227,948	0	5,815,802	82%	
	General Fund Expenses	47,767,616	40,080,283	1,211,712	6,475,621	86%	

Granby Board of Education
FY 2020-2021
Statement of Accounts
for the period ended
May 31, 2021

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	May 2021 Forecast	Change from Last Month Forecast
Certified Salaries:								
Administration	1,725,527	1,576,688	138,107	1,714,795	10,732	99.38%	(588)	0
Regular Education	10,843,343	8,359,697	2,269,746	10,629,443	213,900	98.03%	173,331	15,447
Special Education	1,817,977	1,518,814	360,804	1,879,618	(61,642)	103.39%	(67,858)	0
Total	14,386,846	11,455,200	2,768,657	14,223,856	162,990	98.87%	104,885	15,447
Substitute/Tutor/Support Salaries								
Substitutes	8,000	5,228	0	5,228	2,772	65.35%	2,000	0
Sped Support (Speech, O.T. & P.T.)	446,287	383,659	51,859	435,518	10,769	97.59%	10,552	0
Tech Support	243,417	219,236	24,241	243,477	(60)	100.02%	0	0
Tutors - Regular Education	36,329	21,644	2,104	23,748	12,581	65.37%	9,408	0
Tutors - Special Education	21,583	18,218	0	18,218	3,366	84.41%	1,408	0
Total	755,616	647,984	78,203	726,188	29,428	96.11%	23,368	0
Teaching Assistant Salaries:								
Regular Education TA	303,433	281,552	31,720	313,272	(9,839)	103.24%	(15,093)	0
Special Education TA	1,158,928	951,838	114,384	1,066,222	92,706	92.00%	95,531	0
Total	1,462,361	1,233,390	146,103	1,379,494	82,867	94.33%	80,438	0
School Secretaries' Salaries	638,886	558,036	77,572	635,608	3,278	99.49%	729	1,155
Central Office Salaries	556,894	493,792	70,357	564,149	(7,255)	101.30%	(8,259)	919
Custodial & Maintenance Salaries	1,319,033	1,315,800	164,488	1,480,288	(161,255)	112.23%	(162,940)	15,879
Bus Monitors	0	51,721	10,110	61,831	(61,831)		(61,831)	1,728
Total Salaries	19,119,636	15,755,923	3,315,491	19,071,414	48,222	99.75%	(23,610)	35,127
Employee Benefits								
Employee Benefits	5,296,197	4,868,826	354,566	5,223,391	72,806	98.63%	(40,000)	0
Total Salaries & Employee Benefits	24,415,833	20,624,748	3,670,057	24,294,805	121,028	99.50%	(63,610)	35,127

Granby Board of Education
FY 2020-2021
Statement of Accounts
for the period ended
May 31, 2021

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	May 2021 Forecast	Change from Last Month Forecast
Purchased Services:								
Instructional Purchased Service	552,019	444,321	53,098	497,419	54,600	90.11%	(59,060)	(20,772)
Administration Purchased Service	439,293	384,013	83,684	467,697	(28,404)	106.47%	(81,002)	(23,250)
Maintenance Purchased Service	101,483	55,978	14,324	70,302	31,181	69.27%	0	0
Total	1,092,794	884,312	151,106	1,035,418	57,376	94.75%	(140,062)	(44,022)
Legal Services	55,000	39,519	11,547	51,066	3,934	92.85%	3,934	3,934
Repairs & Maintenance:								
Instructional Repairs & Maintenance	74,599	43,901	5,152	49,053	25,546	65.76%	10,000	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	5,000	0
Maintenance Repairs & Maintenance	434,698	310,518	57,630	368,148	66,549	84.69%	0	0
Total	517,797	354,419	62,782	417,201	100,595	80.57%	15,000	0
Transportation:								
Transportation Regular Education	907,393	728,983	146,513	875,496	31,896	96.48%	32,369	331
Transportation Special Education	704,616	334,217	211,725	545,941	158,674	77.48%	143,504	(5,440)
Transportation Vocational Tech	89,268	50,928	29,745	80,673	8,595	90.37%	16,071	7,591
Total	1,701,276	1,114,128	387,983	1,502,111	199,165	88.29%	191,945	2,483
Insurance Property & Liability	102,700	100,566	0	100,566	2,134	97.92%	0	0
Communications	91,781	65,878	14,104	79,982	11,799	87.14%	9,000	0
Tuition:								
Tuition Special Education	1,469,896	1,394,686	229,429	1,624,115	(154,220)	110.49%	(154,842)	12,069
Tuition Adult Education	11,967	10,016	0	10,016	1,951	83.70%	1,951	0
Total	1,481,863	1,404,702	229,429	1,634,131	(152,269)	110.28%	(152,891)	12,069
Conference & Travel Expense	73,131	14,719	4,835	19,554	53,577	26.74%	50,000	0

Granby Board of Education
FY 2020-2021
Statement of Accounts
for the period ended
May 31, 2021

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	May 2021 Forecast	Forecast	Change from Last Month
General Supplies:									
General Supplies Regular Education	317,570	218,647	37,189	255,837	61,733	80.56%	50,000	50,000	0
General Supplies Special Education	27,316	22,238	5,100	27,338	(22)	100.08%	(22)	(22)	(22)
General Supplies Administration	80,976	54,143	16,133	70,276	10,700	86.79%	10,000	10,000	0
General Supplies Maintenance	141,372	120,568	5,760	126,328	15,044	89.36%	0	0	0
Total	567,234	415,596	64,182	479,778	87,456	84.58%	59,978	59,978	(22)
Electricity	409,049	290,447	114,575	405,022	4,027	99.02%	10,000	10,000	0
Fuel/Natural Gas	156,352	137,452	43,427	180,879	(24,528)	115.69%	(13,000)	(13,000)	0
Textbooks/Workbooks	140,217	97,783	21,000	118,784	21,433	84.71%	10,786	10,786	(4,214)
Library/Media Center	63,336	53,082	4,769	57,851	5,485	91.34%	4,000	4,000	2,000
Software	321,922	308,447	0	308,447	13,475	95.81%	0	0	0
Dues & Fees	50,446	38,955	0	38,955	11,491	77.22%	7,500	7,500	0
Replacement Equipment:									
Replacement Equipment	0	0	2,554	2,554	(2,554)		(2,554)	(2,554)	
Replacement Equip Admin	6,000	1,697	0	1,697	4,303	28.29%	4,303	4,303	4,303
Replacement Equip Maintenance	2,500	2,513	0	2,513	(13)	100.53%	(13)	(13)	(2,013)
Total	8,500	4,211	2,554	6,764	1,736	79.58%	1,736	1,736	2,290
Student Activities	794,519	511,937	176,403	688,340	106,179	86.64%	86,000	86,000	7,000
Total General Fund									
	32,043,750	26,460,900	4,958,755	31,419,655	624,095	98.05%	80,315	80,315	16,645
SPED	5,729,962							(9,540)	6,629
GEN ED	26,313,788							89,855	7,462
Quality & Diversity									
Opening Balance	Budget	May Forecast	Better/Worse Than Budget						
	315,390	315,390	0						
Expenses	982,910	804,830	178,080						
Revenue	832,342	755,897	(76,445)						
Ending Balance	164,823	266,457	101,635						

Granby Board of Education
FY 2020-2021
Statement of Accounts
for the period ending
May 31, 2021
For Selected Special Education Accounts

II. Expenditures	FY20-21 Budget	Expended	Encumbered	Expended & Encumbered	Balance	May Forecast After Grants	Change from Last Month Forecast
Legal Expense	27,500	4,274	5,952	10,226	17,274	0	0
Special Education Certified Staff	1,817,977	1,518,814	360,804	1,879,618	(61,642)	(67,858)	0
Teacher Assistants	1,158,928	951,838	114,384	1,066,222	92,706	95,531	0
Special Education Tutors	21,583	18,218	0	18,218	3,366	1,408	0
Evaluation, Therapy & Contracted Services	83,176	92,564	3,719	96,283	(13,107)	(37,835)	0
Sped Support (Speech, O.T., & P.T.)	446,287	383,659	51,859	435,518	10,769	10,552	0
Special Ed Transportation	704,616	334,217	211,725	545,941	158,674	143,504	(5,440)
Out of District Tuition	1,469,896	1,394,686	229,429	1,624,115	(154,220)	(154,842)	12,069
Total Selected Special Education Accounts	5,729,962	4,698,271	977,872	5,676,142	53,820	(9,540)	6,629

Granby Board of Education
FY 2020-2021
Statement of Accounts
for the period ending May 31, 2021

1. Revenue	FY 2020-2021 Budget	Currently Anticipated	Received To Date	Full Year Forecast May	Changes from Last Month Forecast
Reg. Tuition from other Towns	600,769	617,823	617,823	17,054	0
SPED Tuition from other Towns	413,079	473,643	473,643	60,564	17,370
SDE Excess Cost Reimbursement	503,911	407,937	407,937	(95,974)	0
Rental Fees	14,745	0	0	(14,745)	0
Pay for Participation	54,000	40,226	37,052	(13,774)	3,174
Sub Total	1,586,504	1,539,629	1,536,455	(46,875)	20,544

**Prior Year's Expenses Reimbursed to
the Town through Grant Funds**

0	134,296	0	134,296	0
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TOWN OF GRANBY

MEMORANDUM

DATE: June 21, 2021

TO: Board of Finance

FROM: William F. Smith, Jr., Town Manager



REGARDING: BUSINESS – 3

Consideration of Communications Fund Additional Appropriation for Upgrade to Communications System

Background

The Radio Communication Committee has met several times to consider proposals presented for upgrading the Town's communications systems (Fire, Police, Ambulance, Public Works, and School). The Committee recommended the study be given to MARCUS Communications. Their proposal will provide complete reviews and specifications for all our agencies, along with an analysis concerning a regional approach for our agencies. Once their study is complete, the bid proposals will be generated. The timetable for this activity is estimated between 60 and 90 days. It is estimated the service fees to be \$25,000.

This memo requests the additional appropriation of \$25,000 from the Communications Fund Balance. As of June 30, 2020, the audited fund balance for the Communications Fund was \$174,378.00.

At its June 8, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board of Finance for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$25,000.00 FROM COMMUNICATIONS FUND BALANCE TO FUND THE SERVICE FEES FOR UPGRADE TO COMMUNICATIONS SYSTEM.

WFS/kc

Enclosure: Appropriation #2021-013


pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: June 21, 2021

TO: Board of Finance

FROM: William F. Smith, Jr., Town Manager 

REGARDING: **BUSINESS – ITEM 4**

Consideration of Solid Waste Fund Additional Appropriation for Bear Resistant Trash Barrels and Recycling Flyer

The following outlines two appropriation requests from the Solid Waste Fund:

Bear Resistant Trash barrels: The Town of Granby's current trash program provides a 65-gallon trash barrel to each residence at no cost. These trash barrels are owned by the Town of Granby.

Due to the increasing bear population, residents have issues keeping bears out of their trash barrels. This results in many issues including: litter being strewn along town roads; the Paine's driver having to exit the truck to clean up the trash and straighten the barrel; and bears returning on a regular basis as they become accustomed to a food source.

In 2020, the Town purchased 54 barrels, of which all have been distributed with residents paying a one-time fee of \$230 for the barrel. The Department of Public Works (DPW) continues to receive calls requesting the bear resistant barrel and there is currently a waitlist for interested residents.

At this time we are requesting an appropriation of \$15,740 to purchase an additional 54 bear resistant barrels. The cost breakdown is as follows:

54 barrels at 235.00 per barrel	\$12,690
Freight	<u>3,050</u>
	\$15,740

Recycling Flyer: Recycling has been an integral part of the Town trash program for many years resulting in lower costs of waste disposal for the Town. A major concern with the recycling program is the level of contamination in the recycling stream. Recently the recycling driver has rejected numerous barrels due to the barrels containing items such as construction materials, yard waste or large metal items. In the past year, the town has had two recycling loads rejected resulting in the load being considered trash and the town being charged for tipping fees.

To help educate the residents and hopefully reduce the amount of contamination, DPW would like to prepare a flyer reiterating the recycling guidelines and include it in the September edition of the Drummer. The cost is as follows:

Printing of flyer:	\$550
Drummer fees	<u>375</u>
	\$925

The Solid Waste Sanitation Fund has sufficient funds to cover this additional appropriation with a balance of \$344,585 in Fiscal Year 2020.

At its June 8, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board of Finance for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$16,665.00 FROM SOLID WASTE SANITATION FUND BALANCE TO FUND THE PURCHASE OF 54 BEAR RESISTANT TRASH BARRELS AND PRINTING OF RECYCLING FLYER.

WFS/kc

Enclosure: Appropriation #2021-014

pc: Kimi Cheng, Director of Finance
Kirk Severance, Director of Public Works

TOWN OF GRANBY

MEMORANDUM

DATE: June 21, 2021

TO: Board of Finance

FROM: William F. Smith, Jr., Town Manager



REGARDING: **BUSINESS – 5**

Consideration of Budget Amendment for Contribution to Dog Fund

Background

At the end of June 30, 2020, the Fund Balance for the Dog Fund was \$374.00 in the red. Thus, our office recommended increasing the Contribution to Dog Fund to \$15,000 in the FY22 proposed budget. However, due to budget limitations it was decided during the budget workshops a transfer would be requested at year end.

This memo requests the reallocation of \$7,500 from the Worker's Compensation line item in Insurance Department to the Contribution to Dog Fund line item in Police Operations & Communications Department.

At its June 8, 2021 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board of Finance for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE APPROVES TO REALLOCATE \$7,500 FROM WORKER'S COMPENSATION LINE ITEM IN INSURANCE DEPARTMENT TO CONTRIBUTION TO DOG FUND LINE ITEM IN POLICE OPERATIONS & COMMUNICATIONS DEPARTMENT IN FISCAL YEAR 2020-2021 ADOPTED BUDGET.

WFS/kc

Enclosure: Appropriation #2021-015

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: June 21, 2021

TO: Board of Finance

FROM: William F. Smith Jr., Town Manager 

REGARDING: BUSINESS – 6

Consideration of Additional Appropriation to Other Post-Employment Benefits Trust Fund for Fiscal Year 2021-2022 Actuarially Determined Contribution

Background

The Town Referendum adopted an Annual Budget for the 2021-2022 Fiscal Year on April 26, 2021, as proposed by the Board of Finance. The adopted FY22 budget included a one-time \$2,000,000 transfer from the General fund to OPEB Trust Fund for the FY23 to FY26 OPEB Actuarially Determined Contributions and the adopted FY22 budget also included FY21 OPEB Actuarially Determined Contribution of \$342,223 in the General Fund Operating Budget.

Next Steps

Due to budget limitations, FY22 OPEB Actuarially Determined Contribution was not budgeted in the FY22 Adopted Budget. It was decided that funding would be requested at the end of this year. This memo is to request the funding of \$431,000 from the General Fund to OPEB Trust Fund for FY22 OPEB Actuarially Determined Contribution.

At its June 8, 2021 meeting, the Board of Selectmen tabled this consideration since two of the Selectmen requested a meeting with the Certified Actuary. The two Selectmen attended a phone conference with the certified actuary on June 10, 2021. Then at its June 14, 2021 Special meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board of Finance for your consideration.

PROPOSED MOTION: THE BOARD OF FINANCE AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$431,000.00 FROM GENERAL FUND BALANCE TO FUND FISCAL YEAR 2021-2022 OPEB ACTUARIALLY DETERMINED CONTRIBUTION.

WFS/kc

Enclosure: Appropriation #2021-016

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: June 21, 2021

TO: Board of Finance

FROM: William F. Smith Jr., Town Manager 

REGARDING: **BUSINESS – 7**
State Grants Update

On June 9, 2021, the General Assembly adopted its state budget for FY22. Below are the summary comparisons to the Town Adopted budget:

	FY22 Adopted Budget		
	Town of Granby	State	Difference
Education Cost Sharing	5,278,314	5,278,314	0
Pilot: State-Owned	1,061	0	(1,061)
Tiered Pilot ¹	0	12,521	12,521
Municipal Projects	35,332	35,332	0
Town Aid Road	257,870	257,870	0
Local Capital Improvement	90,000 ²	81,933	(8,067)
Adult Education (BOE)	3,535	3,867	332
	5,666,112	5,669,837	3,725

¹ PILOT REIMBURSEMENT - Beginning in FY 22, PA 21-3 establishes a new proration method for Payment in Lieu of Taxes (PILOT) grants that is based on each municipality's (1) equalized net grand list per capita, (2) designation as an alliance district, and (3) percentage of state-owned property. It also requires that municipalities and districts receive PILOT grants that equal or exceed the grants they received in FY 21.

² Budgeted Amount included a portion of prior year unused balance of \$36,208.81

This is an informative memo, so no action is required.

WFS/kc

pc: Kimi Cheng, Director of Finance